

## SECRET

### STATISTICAL REPORT OF ISB ACTIVITIES FOR FEBRUARY 1955

#### Visual Aids Section

1. Received a total of 32 requests for the planning and the construction of visual training aids and graphic materials for training purposes.
2. Planned and completed the artwork and shop work on a total of 128 items, including sketches, graphs, drawings, placards, signs, posters, and display items, of which:
  - a. Four projects totaled 40 man-hours or more.
  - b. One project totaled 80 man-hours or more.
  - c. One project totaled 160 man-hours or more.
  - d. Two projects involved artwork and production of display materials.

#### Map Training Officer

1. Number of requests for maps or services -- 35
2. Number of map sheets distributed: In OTR, 140  
Outside OTR, 11
3. Number of photographs distributed - 72
4. Number of reference requests - 2
5. Consulted with instructors on 1 occasion concerning training aids and content of courses.
6. Attended the Basic Management Course No. 12, 40 hours.
7. Presented 10 hours tutorial instruction in Map Reading.

#### Editorial and Reproduction Section

1. Edited 3 special instructional projects; total pages 96.
2. Edited, typed, processed and distributed 18 administrative communications from office of DTR.
3. Processed 22 requests through Printing and Reproduction Division/LO.
4. Reproduced internally, 76 requests from offices of OTR; 370 masters and/or stencils.
5. Completed 7 requests for thermofax copies of 34 originals; 34 copies.

#### Audio Aids Section

1. Number of requests handled: 111 covering 160 items.
2. Number of films procured: 101
3. Number of films projected: 75
4. Number of sound recordings made: 288 hours.
5. Number of preventative maintenance checks made: 121
6. Number of emergency checks made: 26

SECRET

SECRET

- 2 -

Library Services Section

A. Operations of Libraries

1. Operated the OTR Library with this volume:

- (a) Book charges: 178
- (b) Document charges: 321
- (c) Periodical charges: 51
- (d) Book accessions: 571 (including LC Surplus)
- (e) Periodical accessions: 6
- (f) Classified document accessions: 8,000
- (g) Inter-library loans: 117
- (h) GUIDE requests: 75
- (i) Books ordered: 115
- (j) Post report charges: 25
- (k) Vertical file charges: 5

2. Serviced the sub-library collections in the following volume:

(a)  Library

Reference requests: 22  
Research requests: 8  
Book accessions: 150  
Document accessions: 358

(b) Other Collections

A&E Staff: 1  
Clerical training: 1  
LETS: 463 (including LC Surplus)  
Management training: 8  
P/TD: 5  
S/TD: 33  
Reading Improvement: 0

B. Reference, Research, and Bibliographic Functions

- 1. Processed 110 reference requests.
- 2. Processed 15 research requests totaling 28 man-hours.
- 3. Conducted research and prepared 1 bibliography containing a total of 168 entries.
- 4. Published 2 issues of the Instructors' Guide containing a total of 220 annotated items

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